

SCHOOL FOODSERVICE REVIEW FORM

A. GENERAL INFORMATION

School Reviewed _____ Principal _____ Reviewer _____	Date Reviewed _____ Manager _____ First Review _____ Follow-up Review _____
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B.	TRAINING, PROCEDURES, AND APPLICATIONS	YES	NO	N/A
1.	There are detailed collection procedures on file for collecting money, checks, etc.			
2.	Specific staff is responsible for collections and trained in these procedures.			
3.	Backup staff is available and trained in the approved collection procedures.			
4.	All applications on file are correctly approved or denied.			
5.	The roster for free and reduced eligible students is updated as changes occur.			
6.	Students are properly categorized on the roster.			
7.	The "Justice for All" sign is displayed for public viewing.			
8a.	The Manager and workers have been trained in the Civil Rights Procedures.			
8b.	Each employee reviews the kitchen's standard operating procedures at least annually. Written documentation of the review is maintained.			
9.	Monitoring charts are complete and current, including: Temperature/Chemical logs for the refrigerators, freezers, cooking line, service line, storeroom, and dishwasher.			
10.	If there is a special modification to a NSLP meal, is the proper documentation on file?			
C.	MEAL COUNTS	YES	NO	N/A
11.	All cashiers know what constitutes a reimbursable meal.			
12.	All cashiers review the menu prior to the meal service.			
13.	Cashiers (or other staff members) are placed at a location where they can ensure that each student's meal has the necessary food items before the meal is recorded as reimbursable. (This location is called the "Point of Service".)			
14.	Based on observation of the meal service, meals are counted according to the established procedures. If no, explain the procedures being used:			
15.	Reimbursement is claimed for only one meal, per student, per meal service.			
16.	Cashiers correctly record meal counts.			
17.	Checker/cashier checks for students that receive duplicate meals.			
18.	Is there a follow-up procedure for multiple meal use?			
19.	There is an adequate system in place to handle lost, stolen, or destroyed tickets, tokens, I.D., etc. Describe the system:			
20.	Meal counts are totaled and recorded by category at the end of the service.			
21.	There is a system for recording meal counts for visiting students. If yes, describe:			
22.	The school uses the established procedure to document charged meals.			
23.	At the end of the meal service, actual cash is counted and recorded without regard to the meal count.			

SCHOOL FOODSERVICE REVIEW FORM (continued)

		YES	NO	N/A																																																							
24.	The deposits are consistent with cash receipts.																																																										
25.	The daily record of meal participation is properly completed.																																																										
26.	The daily record of meal participation is checked by another staff member.																																																										
D.	EDIT CHECKS	YES	NO	N/A																																																							
27.	A comparison is made between the number of free and reduced price meals served daily and the number of approved free and reduced price applicants listed on the master roster.																																																										
28.	Appropriate steps are being taken to identify and eliminate the cause of excess meal counts.																																																										
29.	<p>Compare the number of students who are eligible for free and reduced price meals for the day of the review, to the number of free and reduced price meals which will be claimed. Please use the school's attendance factor (students attended compared to enrollment). If necessary, you may use the national attendance factor of .936:</p> <table border="1"> <tr> <td>a</td> <td></td> <td>X</td> <td></td> <td>=</td> <td></td> </tr> <tr> <td></td> <td>Free Eligible</td> <td></td> <td>Attendance Factor</td> <td></td> <td>Maximum Free (a)</td> </tr> </table> <p>Compare the result to the # of free meals claimed _____ [The # should be less than or equal to (a)].</p> <table border="1"> <tr> <td>b</td> <td></td> <td>X</td> <td></td> <td>=</td> <td></td> </tr> <tr> <td></td> <td>Reduced Price Eligible</td> <td></td> <td>Attendance Factor</td> <td></td> <td>Maximum Reduced Price (b)</td> </tr> </table> <p>Compare the result to the # of reduced price claimed _____ [The # should be less than or equal to (b)].</p>	a		X		=			Free Eligible		Attendance Factor		Maximum Free (a)	b		X		=			Reduced Price Eligible		Attendance Factor		Maximum Reduced Price (b)																																		
a		X		=																																																							
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30.	<p>Compare the last ten days of meal counts with the day of the review:</p> <p>Meal Count on the Day of Review:</p> <table border="1"> <tr> <td>Day</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>Date:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Free</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Reduced</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Paid</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Are the counts consistent? If not, state the reason why:</p>	Day	1	2	3	4	5	6	7	8	9	10	Date:											Free											Reduced											Paid													
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SCHOOL FOODSERVICE REVIEW FORM (continued)				
F.	CORRECTIVE ACTION PLAN		Person Responsible for Monitoring Corrective Action	Implementation Date for Corrective Action
	School:			

Last day to conduct second review (45 days)

Signature of Reviewer	_____	Date	_____
Signature of Manager	_____	Date	_____
Signature of Principal	_____	Date	_____